

Thurston Community Media Studio A COVID-19 Production Protocols

Updated May 7, 2021

OVERVIEW

All Department of Health COVID-19 mandates will be observed until further notice. TCMedia will follow all such requirements and will require any person who enters the TCMedia facility to observe the protocols stated below.

These protocols are developed in an attempt to make use of the TCMedia studio as safe as possible for all concerned during the COVID-19 pandemic. We will continue to monitor state and local Health Department mandates and recommendations and will operate in compliance with any requirements they issue.

TCMedia will add services and access to more facilities when we believe it to be safe to do so for our staff, guests, producers and friends.

STUDIO PRODUCTIONS

Beginning Saturday May 15, 2021 TCMedia will open Studio A on a limited basis to support studio productions. The amount of studio time available will be based on safety requirements and demand for service. All COVID-19 protocols required by the State of Washington and Thurston County Department of Health will be adhered to until such time as they are revised or lifted.

Producers are advised that:

1. The Cafe, Studio B, and Edit Suites are closed until further notice.
2. All Studio A users enter and exit the building through the Front Door. Front door will be locked. Ring the bell or call 360-956-3100 when you arrive.
3. Everyone must wear a mask that covers their mouth and nose while in the building.
4. Any person entering the building must sign in with name, address and phone for contact tracing purposes.
5. Any person entering the building must have a temperature check. A noncontact infrared thermometer is used.
6. Any person entering the building must answer the following questions:
 - a. Have you received a COVID vaccination?
 - b. Have you or anyone in your household been exposed to anyone with COVID-19 symptoms in the last 14 days?
 - c. Have you or anyone in your household displayed symptoms of COVID-19 in the last 14 days?
7. Studio A occupancy is limited to **five (5)** people. Overall building occupancy limited to **twelve (12)** including staff. Control Room A is STAFF ONLY.
8. Studio A may be used as a production space if you are using portable equipment.
9. If you are shooting more than one episode, please have the guests for your programs wait in the parking lot until it is time for them.
10. No congregating in the building. Social distancing is required.

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Studio A COVID-19 Procedures for Producers:

1. Studio A is available **by appointment** for a **maximum of 3-hours** on Thursdays between 4:00 p.m. and 8:00 p.m. or Saturdays between 2 p.m. and 6 p.m. Only one appointment will be scheduled per day. Producers are encouraged to use their time efficiently, and minimize their time in the building. No congregating in public areas. Please come ready to start your production(s).
2. Appointments must be scheduled **at least 7 days in advance** to ensure facilities and staff are available. Production(s) are limited to one reservation per month. Producers may want to consider shooting 2 episodes during their appointment.
3. TCMedia staff will set the studio with general lighting and standard floor plans. Hosts and guests will be spaced a minimum of 6 feet apart. There will not be time to change sets or lighting. Producers may choose from the sets and furnishings available.
4. If you are using portable equipment, you the equipment will be in the room when you arrive. You will be responsible for equipment set-up.
5. Producers, crew and guests will park in the front parking lot.
6. **A maximum of 5 people, including the guests, hosts, and any camera/studio crew persons,** are allowed to be in Studio A during the reservation.
7. Face coverings are required for all. Hosts and guests may remove them during the recording.
8. Social distancing must be maintained by all. Host and guests should also avoid contact with furniture or equipment not used by the current production. If you are shooting more than one episode, please ask your guests to wait in their vehicles until summoned.
9. Hand sanitizer will be available. Gloves will be provided for camera operators.

Control Room A - Staff Only:

1. TCMedia Staff will set the studio and turn on equipment and lights prior to each appointment.
2. If you are using portable equipment, staff will put the equipment you reserve in Studio A for you to set up when you arrive.
3. TCMedia staff will direct, switch and record your program, including any production elements submitted in advance. **STAFF ONLY in Control Room A. No exceptions.**
4. Producers must send information for titles/credits/lower thirds, teleprompter scripts, still graphics or pre-recorded video packages at least 3 days in advance of the program for staff to load into the Control A production equipment.
5. If all graphics and roll-ins are provided in advance, programs may be ready to air as recorded. If graphics and roll-ins are not provided in advance, producers are responsible for all post production editing.

After the Production:

1. TCMedia staff will wipe down all surfaces in Control Room A, Studio A Equipment, or portable equipment used.
2. TCMedia staff will compress and submit completed programs for playback on TCMedia channels.
3. TCMedia staff will copy video files onto a hard drive if producers plan to edit the program or if they want a copy of the program as recorded. When possible, file transfer will be processed before the producer leaves.

Staff Support During COVID Pandemic:

During the COVID-19 pandemic, TCMedia will provide staff support in the control room to producers. When TCMedia returns to full operations, producers will again be able to recruit and use their own volunteer crews and directors.